

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Department of Finance/BSO
915 L Street
Sacramento, CA 95814



Employee Name	Sheehy, Tom
Expense Dates	12/16/09-12/17/09
Total Expense Amount	652.63
Amount Due Employee	257.45
Form ID	TEA000563537

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	12/17	Lodging	123.85	
2)	12/17	Parking, Auto	28.00	
3)	12/17	Parking, Auto	30.00	

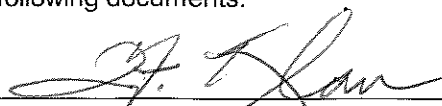
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DEPARTMENT OF FINANCE
BUSINESS SERVICES

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:


Fred W Klass

approved
12/23/09

Travel & Expense Account Summary

Employee Name Tom Sheehy
Expense Dates 12/16/09-12/17/09
Report Name 11-16-09 to 11-17-09 SLC

Request Total \$ 652.63
Direct Charge Total - 395.18
Travel Advances - 0.00
Net Due Employee = **257.45**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	SLC	652.63

NOTE: (d)=Direct Charge

DATE	Wed Dec 16	Thu Dec 17	Thu Dec 17							TOTAL
Mileage, Personal Auto	5.72	11.88								17.60
Commercial Air Fare (d)	343.48									343.48
Dinner	18.00	18.00								36.00
Auto Rental (d)	51.70									51.70
Breakfast		6.00								6.00
Lodging		123.85								123.85
Parking, Auto		28.00	30.00							58.00
Incidentals		6.00								6.00
Lunch		10.00								10.00
TOTALS \$	418.90	203.73	30.00							652.63

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	SLC	12/16/09	Mileage, Personal Auto	5.72	Cash
Regular Travel	SLC	12/16/09	Commercial Air Fare	343.48	Direct Charge
Regular Travel	SLC	12/16/09	Dinner	18.00	Cash
Regular Travel	SLC	12/16/09	Auto Rental	51.70	Direct Charge
Regular Travel	SLC	12/17/09	Breakfast	6.00	Cash
Regular Travel	SLC	12/17/09	Lodging	123.85	Cash
Regular Travel	SLC	12/17/09	Parking, Auto	28.00	Cash
Regular Travel	SLC	12/17/09	Parking, Auto	30.00	Cash
Regular Travel	SLC	12/17/09	Mileage, Personal Auto	11.88	Cash
Regular Travel	SLC	12/17/09	Incidentals	6.00	Cash
Regular Travel	SLC	12/17/09	Lunch	10.00	Cash
Regular Travel	SLC	12/17/09	Dinner	18.00	Cash